



## CITY OF TORRANCE

### Legal Administrative Series Career Ladder

#### Law Office Administrator

BA in Public/Business Admin., or a related field. One or more yrs of mgmt. exp in office admin, including supervision of support staff. Substantial exp or graduate work may be substituted for the req'd educ. & exp. on a year-for-year basis.

#### Legal Secretary

HS Grad or GED Cert; & one yr of recent clerical exp. in a legal setting or completion of a legal secretarial program that req'd min. 1 yr of study. A combination of exp. & educ. that is equivalent to either the exp. or educ. req. indicated above may be substituted.

#### Secretary

HS Grad or GED Cert; 3 yrs increasingly responsible clerical exp, including the use of word processing & other standard office equipment.

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Requires add'l training or educ.  
to qualify for promotion

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PROMO

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LATERAL